

812-RD-001-002

## **EOSDIS Core System Project**

# **Emergency Preparedness Plan for the ECS Project**

**Subject to government approval and not intended for  
general distribution.**

Revision 2

November 1996

Hughes Information Technology Systems  
Upper Marlboro, Maryland

# **Emergency Preparedness Plan for the ECS Project**

**Revision 2**

**November 1996**

Prepared Under Contract NAS5-60000

## **APPROVED BY**

J. F. Albert /s/ for	11/21/96
H. S. Dunn, M&O Office Manager	Date
EOSDIS Core System Project	

**Hughes Information Technology Systems**  
Upper Marlboro, Maryland

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# **ECS Project Pertinent Information**

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Hughes Information Technology Systems  
a Business Unit of  
Hughes Information Technology Corporation  
Building 402

Hughes Information Technology Systems  
1616 McCormick Drive  
Upper Marlboro, MD 20744-5372  
(301) 925-0300

EMERGENCY TELEPHONE:

301-925-0888 (Security Guard Station)

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# Preface

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This document is submitted as required by the ECS Contract and does not require Government approval.

For additional technical information pertaining to this document, contact Rex Butler, M&O Office, at 301-925-0788 or on email at Internet: [rbutler@eos.hitc.com](mailto:rbutler@eos.hitc.com).

This document is under the control of the EDF Change Control Board.

Any questions or proposed changes should be addressed to:

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# Abstract

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This Emergency Preparedness Plan is a contingency plan written in response to requirements delineated by the Unclassified Automated Information Resources Security Plan for the ECS Development Facility, (101-001-CO2-003) and requirements of Section 11 of the EDF Configuration Item Index. A complementary document, The ECS Development Facility (EDF) Automated Information System Disaster Recovery Plan, (811-RD-001-001) addresses issues related to safety and the protection of company and government computer resources and data assets

**Keywords:** safety, security, facilities, evacuation, EPO, monitoring, protection



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# 1 Introduction

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## 1.1 Purpose of Plan

The primary purpose of an Emergency Preparedness Program (EPP) is to save lives, prevent injury, and protect property in the event of an emergency. For this purpose, a basic system of emergency preparedness has been established by Hughes Information Technology Systems (HITS), Building 402, which is also known as the ECS Development Facility (EDF), to meet the requirements of state and local codes and company policy.

In an emergency, the safety of personnel and the protection of property may largely depend upon the action taken by those individuals in the area of the emergency. The effectiveness of an EPP program is dependent on the active participation of employees at all levels. It is imperative, therefore, that all building personnel be familiar with this plan and be aware of the procedures contained in it.

This Emergency Preparedness Plan is a contingency plan written in response to requirements delineated by the *Security Plan for Unclassified Automated Information Resources for the ECS Development Facility*, CDRL document #101-001-CO2A and satisfies requirements of section 11 of the EDF Configuration Item Index. The *ECS Development Facility (EDF) Automated Information System Disaster Recovery Plan*, (document # 811-RD-001-001) under separate cover, addresses issues related the safety and the protection of company and government computer resources and data assets.

## 1.2 Training

HITS management is committed to excellence in training and ensures that all Building 402 personnel are made fully aware of the emergency procedures outlined in the plan. In addition, specialized training will be available annually to all employees concerning first aid procedures, emergency evacuation, use of fire extinguishers, and Cardiopulmonary Resuscitation (CPR).

### **1.3 Document Organization**

The following major sections address the emergency response organization and the employee instructions for handling emergency situations. Section 2 addresses the functional responsibilities of the Emergency Preparedness Organization (EPO). Section 3 provides employee instructions for handling specific types of emergencies. The specific names, location, and 24 hour point of contact for the EPO is given in appendix A. Appendix B provides the detailed building evacuation plan and appendix C provides the locations of emergency shut-off and control centers for the entire building.

## 2. Emergency Organization

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### 2.1 General Information

Within the HITS, Building 402, specific personnel are assigned to an Emergency Preparedness Organization (EPO). This team assists in the implementation of the Emergency Preparedness Plan (EPP) and provides guidance to employees during an emergency. All members of the EPO wear orange safety vests during actual and practice events.

A current functional organization chart of the HITS EPO and Team Member listing are noted in Appendix A, Tables 1 through 4.

### 2.2 Roles and Responsibilities

Each of the team member assignments described in this section will be assigned to two employees - one primary and one alternate. It will be the responsibility of the primary team member to apprise the alternate member to keep everyone current.

Figure 2-1 illustrates the organizational chain of command. The following responsibilities are summarized for each team member.

#### 2.2.1 Site Executive-In-Charge

The Site Executive In Charge is responsible for ensuring that the HITS, Building 402, Emergency Preparedness Plan is implemented and determines when emergency plans are to be activated. The M& O Manager cited in appendix A, table 1 will fulfill this function.

#### 2.2.2 Facilities Manager

The Facilities Manager ensures that the EPP is actively conducted and also fulfills the roles delineated in paragraphs 2.2.2.1 through 2.2.2.4.

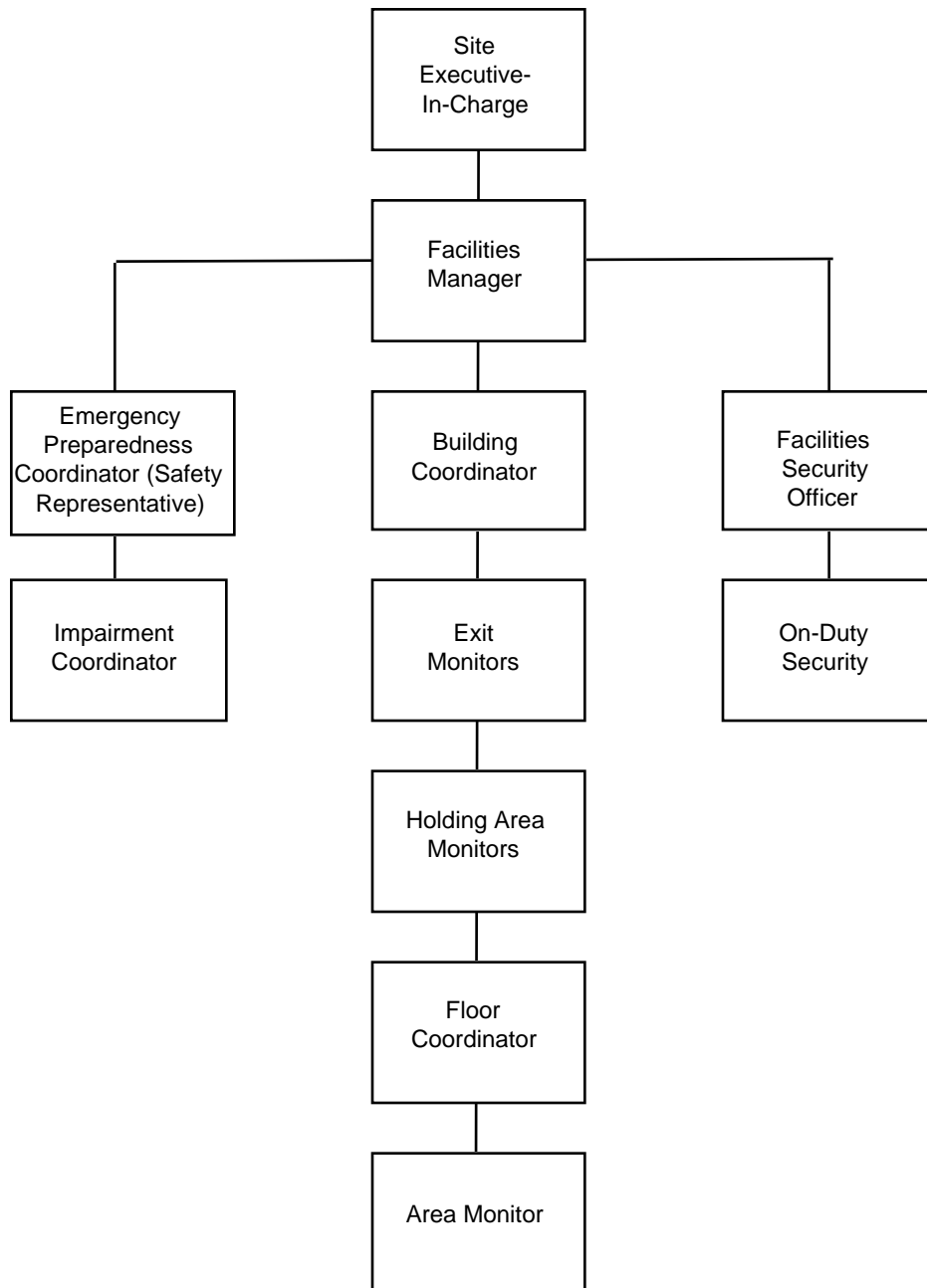
##### 2.2.2.1 Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator exercises day-to-day cognizance over the Emergency Preparedness Plan; ensures that the plan is updated on a regular basis to reflect current regulations, procedures, and team member participation; coordinates the activities between the Building Coordinator and the Facility Security Officer (FSO); and appoints and trains the Building Coordinator.



### 2.2.2.2 Impairment Coordinator

Coordinates all impairments and restoration of Building 402 protection system. Ensures that a “Red Tag” system is in place and notifies the proper authorities. Provides for the protection of equipment, as necessary. Appendix C supplies the location of emergency shut-off and control centers.



**Figure 2-1. Organizational Chain of Command**

### **2.2.2.3 Building Coordinator**

The Building Coordinator is responsible for coordinating all practice and actual building evacuations with the Site Executive In Charge, Facilities Manager, Emergency Preparedness Coordinator, and FSO. The Building Coordinator maintains the current Team Member List, assigns and trains the Building 402 Floor Coordinators, and records and maintains all building evacuation checklists (see Figure 2-2).

### **2.2.2.4 Facility Security Officer (FSO)**

The FSO is responsible for ensuring the safety of building personnel, company information, and physical property. The FSO selects and trains Exit and Holding Area Monitors and supervises the on-duty security personnel.

### **2.2.2.5 Exit Monitors**

The Exit Monitor is responsible for directing evacuating employees to the Holding Area. The Exit Monitor ensures that employees do not reenter the building until it is safe. (Exit Monitors will be positioned outside the building at critical exit points.)

### **2.2.2.6 Holding Area Monitors**

The Holding Area Monitors are responsible for assisting building personnel in the Holding Areas - away from the building until the practice or actual emergency is over. The Holding Area Monitor positions will not be specifically assigned but will be filled from the pool of alternate EPO members and existing Exit Monitor personnel.

## **2.2.3 Floor Coordinator**

The Floor Coordinator coordinates all EPP activities on the floor, selects and trains the Area Monitors, ensures that a current copy of the EPP is posted on the floor, coordinates the evacuation of the floor during actual and practice evacuations and records and maintains all floor evacuation checklists (see Figure 2-3).

### **2.2.3.1 Area Monitor**

The Area Monitor is responsible for briefing all are (cubicle) occupants on building evacuation and emergency procedures and for posting an EPP in the area (cubicles). As required, the Area Monitor will select and train Specialized Monitors.

### **2.2.3.2 Specialized Monitors**

The Specialized Monitor, as determined by the EPO, is responsible for specific, non routine functions (e.g., helping the handicapped, area shut-downs, and search/recovery).

#### **2.2.4 On-Duty Security**

During an emergency situation, On-Duty security personnel will be responsible for assisting the EPO in building evacuation and aid in preventing employee reentry in the building until it is safe and will assist the Facility Manager in safe-guarding all building impairments/restorations, as required.

## BUILDING EVACUATION CHECKLIST

Date:\_\_\_\_\_ Bldg:\_\_\_\_\_ Time of Alarm:\_\_\_\_\_

Bldg. Coordinator:\_\_\_\_\_ All Floors Evacuated By:\_\_\_\_\_

Telephone:\_\_\_\_\_ M/S:\_\_\_\_\_ Total Elapsed Time:\_\_\_\_\_

Cognizant Emergency Preparedness Contacts:

Site Executive in Charge:\_\_\_\_\_

Facility Manager:\_\_\_\_\_

Site Emergency Preparedness Coordinator:\_\_\_\_\_

Facility Security Supervisor:\_\_\_\_\_

Floor	Time Reported Clear	Disabled Persons	Cleared
1	:		
2	:		
3	:		

Reason for Evacuation:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Figure 2-2. Building Evacuation Checklist**

FLOOR EVACUATION CHECKLIST

Date:\_\_\_\_\_Bldg:\_\_\_\_\_Time of Alarm:\_\_\_\_\_

Floor Coordinator\_\_\_\_\_All Area Evacuated By:\_\_\_\_\_

Telephone:\_\_\_\_\_M/S:\_\_\_\_\_Total Elapsed Time:\_\_\_\_\_

Area	Monitor	Time Reported Clear	Disabled Person	Location
1		:		
2		:		
3		:		
4		:		
5		:		
6		:		
7		:		

Remarks:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Figure 2-3. Floor Evacuation Checklist

## 3. Employee Instructions

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### 3.1 Introduction

Regardless of the type of emergency, each employee must be familiar with the following information:

- Emergency Telephone Number for  
Fire/Medical/Security, x0888/0300 (Bldg. Security Guard/Lobby Receptionist)
- Primary and Alternate Emergency Exits.
- Exact location of emergency: building address, floor, and room number.
- Evacuation Holding Area.
- The Emergency Preparedness Area Monitor and Floor Coordinator.

### 3.2 Building Evacuation

The evacuation of employees from the building or a portion of the building may be necessary in an emergency. The order to evacuate the building is sounded by the fire alarm and applies to all personnel unless otherwise instructed. If the fire alarm is inoperative, or if the emergency does not demand a building wide evacuation, verbal instructions will be given. These general guidelines must be followed by all occupants when the order to evacuate the building is given:

- **Leave the building immediately, exiting via the nearest exit or stairwell.** (When exiting the building via a stairwell, descending or ascending, be sure to use the handrails and keep to the right.) **DO NOT** use the elevators.
- Exit at the ground floor level and move away from the building and proceed to the Holding Area
- Remain in the area and **DO NOT** return to the building until directed to do so by the Holding Area Monitor.

For personal safety, as well as the safety of others, employees must follow all instructions provided by the Area monitor, Floor Coordinator, or other members of the Emergency Planning Organization. Employees should be familiar with the building and floor evacuation maps (See Appendix B, Figures 1 through 5).

Specific instructions are provided in Sections 3.2.1 and 3.2.2 for 'Fire or Smoke' and 'Bomb Threat' building evacuations.

### **3.2.1 Fire or Smoke**

Building 402 is protected by fire/smoke alarms and a wet sprinkler system. Manual fire alarm pull stations and smoke detectors are located through-out the building. In the event of fire and/or smoke, an alarm will sound and the overhead ceiling fire alarm strobe lights (red and white) will blink.

If an activated fire alarm is heard or seen, all building personnel must immediately evacuate the building, closing all doors in the process.

If either fire or smoke is visible, the nearest fire alarm pull station should be pulled immediately. Personnel who are trained and familiar with fire extinguishers should attempt to put out the fire unless excessive heat or fumes are present. The Building Security Guard should be notified on x0888 or call the receptionist on x0300.

### **3.2.2 Bomb Threat**

Bomb threats are usually made by telephone and could be received by anyone in the building. Generally, the caller will hang up immediately after giving the threatening message. When this type of phone call is received, the receiver should try to remain calm and obtain as much of the following information as possible from the caller.

- Where is the bomb?
- What type of bomb is it?
- Is the bomb concealed or disguised? What does it look like?
- When is it scheduled to go off?
- How did it get into the building?
- What did the caller say?
- What was the caller's sex, age, accent?
- Did the caller have a speech pattern (stuttering, use of slang, etc.)?
- Was there any information as to the caller's location?
- What time was the call received and to what phone number?

Immediately report any bomb threat to the Building Security Guard at x0888 or call the receptionist on x0300. Give as much information as possible in response to the on-duty security coordinator's questions. Follow all instructions given you by security. Security will contact senior management, who will make all decisions concerning further action that may be required.

## **3.3 Medical Emergencies**

In a medical or related emergency, immediate notification to the proper authorities is most important.

All medical emergencies, both minor and major, must be reported to Hughes Security at 301-925-0300 during office hours or x0888 after office hours, with the following information:

- Caller's name
- Room number
- Telephone number
- Nature of the incident/injury/illness.

The person should be made as comfortable as possible. **DO NOT** attempt to move the person.

## **3.4 Other Emergencies**

### **3.4.1 Tornadoes**

A tornado is a violent storm with whirling winds of tremendous speed, which appears as a rotating, funnel-shaped cloud. These short-lived storms are the most violent of atmospheric conditions and, over a small area, can be the most destructive. As a rule, tornadoes travel from southwest to northeast. Two definitions should be noted:

**Tornado Watch** - Tornadoes are expected in or near the area. Be alert for additional information.

**Tornado Warning** - Tornadoes have been sighted or have been indicated by radar. A tornado strike is very possible.

The procedures noted below should be followed if a Tornado Warning is announced by either supervision or Hughes Security.

- Remain Calm.
- Individuals in the building should immediately move to the first floor level by using the stairs. As much as possible, all glass/windows should be avoided. **DO NOT** use the elevators.
- Individuals who are outside and are unable to reach indoor shelter should lie flat in the nearest ditch, ravine, or culvert with their hands shielding their heads. **DO NOT** seek shelter in or beneath a vehicle.

All building personnel will be notified when the storm conditions cease and it is safe to resume normal activities

### **3.4.2 Snow Emergencies**

Winter storms can vary in size and intensity. Freezing rain, ice, heavy snow, or blizzard could present serious hazards to employees.

The terms used in hazardous weather conditions that should be noted by all personnel include:



- **Winter Storm Watch** - Indicates that severe weather conditions may affect the area.
- **Winter Storm Warning** - Indicates that severe weather conditions are imminent.
- **Blizzard Warning** - Indicates sustained wind speeds of at least 35 mph accompanied by considerable falling and/or blowing snow, with dangerously restricted visibility.

In the event that one of the above conditions warrant it, the Facility Manager and the Hughes Site Manager will determine if a **Snow Emergency** is in order. If called, all employees will be given specific instructions by their supervisor. Be assured that the company will make every effort to ensure the safety and welfare of any individuals remaining in the building. Employees should contact the HITS Weather Hotline at 301-925-0425 to determine if building operations are reduced due to weather conditions.

## Appendix A. Emergency Preparedness Organization

In the event of an emergency occurring at the Building 402 premises, such as a bomb threat alert or discovery of a suspicious package, fire condition, water overflow or flooding, plumbing or drainage problem, power outage problem, or any theft or vandalism which may occur, please advise the security officer on duty to take immediate action as necessary to mitigate losses and initiate telephonic contacts as required.

**The person(s) to contact are listed in Table A-1. Please note to begin with the first name at the top of the Hughes list. If the person is not available, proceed down the list until an individual can be contacted to report the emergency situation.**

***Table A-1. Team Member Listing Emergency Team Command***

Responsibility	Name	Phone Extension	Room Number	After Hours Phone
<b>Hughes Personnel</b>				
Security Coordinator	Rex Butler	301-925-0788 301-615-6930 (pager)	1041A	301-776-5884
Facilities Manager	John DeMarco	301-925-0417 301-506-5186 (pager)	1120	301-854-2471
EDF Manager	Jeff Albert	301-925-0316	1143	301-262-8780
M&O Manager	Stan Dunn	301-925-0337	1152	703-691-1263
Deputy M&O Mgr.	Tom Hickey	301-925-0391	1144	410-531-5720
<b>Hechinger (Bldg Owner) Personnel</b>				
	Shelton Thomas	301-925-0516 301-403-5693 (pager)	Hechinger Maint. Ofc.	301-574-0172
	Bob Rush	301-341-0466 1-800-759-7243 (pin#05194 pager)	Hechinger Liaison Representative	N/A
<b>HTSC Personnel</b>				
Manager	Bob Keener	301-925-0317	1142	410-451-1263
<b>GTE Personnel</b>				
On-Site Representative	Gary Hamm	301-925-0999 703-513-9403 (pager)		1-800-234-3799
<b>CSC</b>				
Help Center	Network Connections	1-800-767-5525		

**Table A-2. Team Member Listing (1 of 2)**

Location of Assignment	Function	Responsible Person	Point of Contact Room/Phone	Sector
Outside/Rear Southwest Parking Lot	Holding Monitor	Amanda Wingo - Grace Payne	2009C/0815 - 2044J/1017	SW
Outside/Rear Due West Parking Lot	Holding Monitor	Eric Chomko - Michael Shteynbuk	3108E/0837 - 3139D/1167	W
Outside/East Holding Area	Holding Monitor	Vanessa Brooks - Jan Johnson	Main East Lobby/0385 - Main East Lobby/0384	E
Outside/Northwest Holding Area	Holding Monitor	Ira Selmon - Dinesh Patel	2034A/1182 - 2080B/1152	NW
Basement Floor (HTSC/G.T.E. Area)	Area Monitor	Morris Bruce - Boris Crosby	0160/4013 - 0240/0560	
Basement Floor	Floor Coordinator	Boris Crosby - Morris Bruce	0240/0560 - 0160/4013	
1st Floor/Wing C (Office and Auditorium)	Area Monitor	Tim Wells - Joe Hurst	1145E/4021 - 1145F/0727	1-C
1st Floor (Computer/Demo Room)	Area Monitor	Jay Leathers - David Compton	1100B/0564 - 1102/1097	1-B
1st Floor/Wing B (Office area)	Area Monitor	Kim Stokes	1050J/0562	1-B
Cafeteria	Area Monitor	Tyrone Culbreth - Michael Gram	Cafe/0526 - Cafe/0526	1-A
1st Floor/Main Entrance	EPO Command Center	Jan Johnson - Vanessa Brooks	Receptionist/0300  Sting Security for other than 7 am thru 6pm on workdays	1-A

**Table A-2. Team Member Listing (2 of 2)**

<b>Location of Assignment</b>	<b>Function</b>	<b>Responsible Person</b>	<b>Point of Contact Room/Phone</b>	<b>Sector</b>
1st Floor	Floor Coordinator	Michael Morahan - Paul Roycraft	1029U/4125 - 1055F/0626	1-A
2nd Floor/Wing C, Zones 14-17	Area Monitor	Deborah Owens -	2147/0654 -	2-C
2nd Floor/Wing C, Zones 9-13	Area Monitor	Randy Dalnekoff - Byron Peters	2104A/0522 - 2101C/4077	2-C
2nd Floor/Wing B, Zones 1-8	Area Monitor	Jadish Mitter - Richard Gorsky	3061/1198 - 2056/0897	2-B
2nd Floor/Wing A	Area Monitor	Delores Lynch - Linda Washington	2003K/0352 - 2009K/4117	2-A
2nd Floor	Floor Coordinator	Mike Gayle - Fred Shuman	2005/0521 - 2006B/4009	
3rd Floor/Wing C, Zones 14-17	Area Monitor	Bill Singleton - Rosemary Wamser	3131F/0655 - 3139A/0853	3-C
3rd Floor/Wing C, Zones 9-13	Area Monitor	Joan Schessler - LaVerne Jackson	3141D/0426 - 3109A/1147	3-C
3rd Floor/Wing B, Zones 1-8	Area Monitor	Barbara Fredericks - Jeff Slade	3104A/0585 - 3103D/0461	3-B
3rd Floor/Wing A	Area Monitor	Sheila M. Petrone -	3203A/0474	3-A
3rd Floor	Floor Coordinator	Robert Whittier - Steve Burrows	3015G/1142 - 3015K/1066	

**Table A-3. EDF Vendors (1 of 2)**

<b>Responsibility</b>	<b>Name</b>	<b>Phone Extension</b>	<b>Room Number</b>	<b>After Hours Phone</b>
Vendors				
Computer Room Service/ Service Contract	Compu Dynamics, Inc. 6332 Richmond Hwy; POC: Terry Cadmus	703-660-9550		
MDI Security System 24 Hour/7 Days A Week Service Contract	SecurityLink from Ameritech 4700 Cordr PL POC: Jerome Saxon or K. Thrash	301-595-4933 Emergency Service Call 1-800-852-4743 System Problem		Emergency Service Call 1-800-852-4743 System Problem
Fire Alarm Control Protection/No Contract	ADT Svc ATTN: Kenneth L. Stair 7399 Boston Blvd Springfield, VA	703-644-0112		
	Grinnell Fire Protection Systems ATTN: Bill Brown	1-800-388-1758		(after 5 PM, 410-381-1758)
Automatic Fire Sprinkler System/No Contract	Grinnell Fire Protection Systems ATTN: (Bill)	410-382-1400 or 301-382-1400		
First Aid Kits/Svc Contract	American First Aid 170D Penrod Ct. Glen Burnie, MD 21061	1-800-521-4951 or 301-766-1989		
Electrical/No Contract	John E. Kelly & Sons ATTN: Steve Kelly 8421 Westphalia Rd Upper Marlboro, MD 20772	301-736-2250		
Insurance/Loss Prevention Cnsltnt/Svc Contract For Building 402	Factory Mutual Engineering ATTN: Patricia Blue One Bala Plaza, Suite 200 Bala Cynwyd, PA 19004	215-668-2250 or in Lanham, MD, call 301-499- 3920		
Emergency Electrical Generator/Svc Contract	Fidelity Engineering Co. 10915 McCormick Rd Hunt Valley, MD 21031	301-771-9400		

**Table A-3. EDF Vendors. (2 of 2)**

<b>Responsibility</b>	<b>Name</b>	<b>Phone Extension</b>	<b>Room Number</b>	<b>After Hours Phone</b>
Vendors				
Elevators/Svc Contract	Schindler Elevators Co., In Re Bldg ID# 291013; 12000 Indian Creek Ct, Suite C Beltsville, MD 20705	1-800-225-3123		
Trash Removal/Recycling/Svc Contract	A. W. Steven & Sons ATTN: David G. Hood 7910 Penn Randall Place Upper Marlboro, MD 20772	301-568-1300		
Roofing/ No Contract	J & R Roofing, Inc. ATTN: Connie, 8592 Dorsey Run Rd, Jessup, MD 20794	301-470-6260		
Build-out of Hughes Bldg 402	Davis Construction Co.			
Kitchen Equipment/ No Contract	EMR Service 2626 Pittman Drive Silver Spring, MD 20910	301-588-8080 (Service call and parts)		
Snow Removal/No Contract	Locust Lane Farms, Inc. ATTN: Person Donald 17435 Mill Branch Place Mitchellville, MD 20716	301-464-1370		
Air Conditioning for Hughes Equipment/ Svc Contract for one year	W. E. Bowers, Inc. ATTN: Bill Woycik, 8663 Cherry Lane, Laurel, MD	301-953-3393		
Gas Line Service in Cafeteria Only	Contact PEPCO			
Landscape	The Brickman Group, Ltd. ATTN: Mark Lucas	410-995-0281		
Insurance/Loss Prevention Cnsltnt/Svc Contract For Building 402's Computer Hardware And Equipment.	IRI: Industrial Risk Insurers 400 Market St., 5 <sup>th</sup> Floor Philadelphia, PA 19106-2513	215-925-5050 Fax # 215-925-5549		

***Table A-4. Team Member Listing - CPR Certified***

<b>Point of Contact</b>	<b>Room Number</b>	<b>Phone Number</b>
Albert, Jeffrey F.	1143	x0316
Appelbaum, Brenda Lynn	2135C	x1093
Butler, Rex Allen	1041A	x0788
Carter, Samuel Leon	0260B	x0563
Closs, James	2072E	x1035
Creecy, Rodney	1146B	x0314
DeMarco, John Michael Jr.	1120	x0417
Glenn, Jeffrey Robert	2134G	x0702
Keydash, Carolyn Marie	2082E	x0675
Moore, Robert James	2135E	x1072
Parker, Leighanne Vargakis	1026A	x0506
Pyle, Galen R.	2034G	x0371
Tsai, Ching Tien	2108E	x0445
Wilkins, Kimberly	1033	x0372
Wingo, Amanda J.	2009C	x0815
Wingo, Teresa Mae	2016K	x0814

## Appendix B. Evacuation Maps/Floor Plans

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***(Figures B-1 thru B-4 are provided as separate links on the EDHS***

***Figure B-5 is available in hard copy only.)***

# Appendix C. Locations of Emergency Shut-off and Control Centers

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Figure C-1. Building Site Plan: Fire Hydrant and Electrical Receptacle Locations .....C-2

Figure C-2. Basement-Level Utilities.....C-3

Figure C-3. First Floor Utility Locations .....C-4

Figure C-4. Second Floor Electrical Closet Locations.....C-5

Figure C-5. Third Floor Electrical Closet Locations.....C-6

***(Figures C-1 thru C-4 are provided as separate links on the EDHS***

***Figure C-5 is available in hard copy only)***